

MANAGEMENT GUIDES

Management guides are the basis for resource management activities. Management guides will be used for all major activities except those considered routine maintenance. Management guides provide continuity in management by describing existing and past conditions, and providing the baseline for future recommended activities. All major activities must be addressed in either a management guide or guide amendment.

Tract Management Guide

The tract management guide is the primary guide for resource activities and management on a tract basis. The guide will provide information on known existing and past conditions and activities on the tract. It will contain information about the tract gathered in recent inventories. It will compare the inventory information to past information and conditions. The tract guide will contain a prescription for future timber management activities, if needed. It will also contain recommendations for activities involving recreation, wildlife, cultural resources, boundaries, demonstration/interpretation, access, watershed, and other vegetation management. Tract guides will identify when the next inventory and tract guide should be completed, and cover all planned activities until the next guide is due to be completed. A Resource Management Guide Format is attached that outlines all the items that should be considered in each tract guide.

State forests and forest recreation areas will have a regular schedule to complete tract management guides, tied with tract inventories. Tracts that contain forest recreation area facilities will be incorporated into the schedule of adjoining state forests. State forest and forest recreation area staffs will coordinate the development of management guides for tracts associated with forest recreation areas.

The tract management guide is specific to the activities within the tract. The ending time is the next planned guide development. It should describe all planned management activities within the tract for the period the guide is for. The last activity in every guide will be the next planned review (inventory/management guide) of the tract for further management activities. When planned activities in a tract are completed, the guide will be updated to show the completion.

New tract management guides will be completed every time a tract inventory is done. The exception to this is when prescribed timber management activities have not begun within seven years, requiring a new inventory. In this case an amendment to the existing guide can be done providing the updated inventory information and any changes in the prescription. Amendments to management guides can be done when a management consideration is not addressed or the consideration has changed in the existing management guide.

The choice of which tracts to inventory and write a management guide depends on three factors. First, are tracts in which management activities are being considered that do not have current management guides. For timber management activities, particularly harvests or major TSI, inventories are viable for up to seven years. Inventories are not needed for activities that do not disturb trees, or in situations of minimal disturbance, such as TSI of regeneration openings for croptree release. The second factor determining if a tract requires an inventory or management guide is if the previous management guide specifies the development of a new guide. The third factor is if the tract does not have a current management guide, i.e. a management guide that includes the present time. If a property has tracts without current management guides, a minimum of 25% of annual inventory acreage will be on these tracts.

Program Management Guides

Program guides are management guides for particular program areas that cover specific time frames. These guides provide the specific tracts and activities that are to be performed in the specified period. Again, completion of specified activities will be recorded in the guide. In most circumstances, information recorded in the program guides will also be recorded in the individual tract files and other appropriate files. At the end of the period, activities not performed will be reviewed. If the activity is no longer deemed necessary, it will be dropped. If it is still considered important, it will be scheduled in the program guide for the next period. Program guides that are currently in use or under development on the properties are the Fish and Wildlife Operational Guide, Lake Management Guide, the Information and Education Guide, and the Timber Resource Operational Guide.

Adjoining state forests and forest recreation areas will coordinate the development of program management guides for tracts associated with forest recreation area facilities.

Amendments

There will be situations in which both tract guides and program guides will not be strictly followed. New opportunities will arise, catastrophes will happen, philosophies and techniques will evolve, updated inventories may be needed, and management resources will change. These can all affect how well the goals in guides can be achieved, or if additional goals can be achieved, or if different goals are achieved. Any departure from either tract guides or program guides will be addressed by creating amendments to the guides. Major activities must be addressed in either a guide or a guide amendment before it is performed. The only exception is a crisis situation, in which case an amendment describing the activity performed is done afterward. In crisis situations, amendments to guides describing what occurred can be completed after the activities are performed.

Ten-Year Financial Guides

Ten-year financial guides are designed to generate budget requests for the Division budget process. These are created every two years at the beginning of the biennial budget process. Besides the biennial budget, these are important for planning and tracking future budget expenditures. See **Property Planning and Accomplishment Reporting**.

Section Bullet Summary

- All major management activities will be addressed in management guides or guide amendments.
- Tract management guides are for management activities on a tract basis, and cover the period until the next tract guide is developed.
- Program management guides are for management activities in a specified time frame on a program basis.
- Amendments to guides address management activities not covered in tract or program guides.
- Ten-year financial guides are developed every two years for the biennial budget process and to track future expected projects.

RESOURCE MANAGEMENT GUIDE FORMAT

State Forest	Compartment	Tract
Forester	Date	
Management Cycle End Year	Management Cycle Length	

Provide succinct, detailed descriptions of the following.

Location

General description of location of tract including county, section, township and range, and approximate distance and direction from nearby municipality.

General Description

General overall description of tract including acreage, general cover type.

History

Provide a history of the tract from known information such as date of acquisition, previous owner(s), probable previous land use (old aerial photos, evidence such as home sites, fencing), and management history as state forest.

Landscape Context

Provide a description of the surrounding landscape near the tract. Describe dominant land uses, such as agriculture, forest, residential, etc., and changes you see occurring.

Topography, Geology and Hydrology

Provide a description of the topography of the tract including a general description of the slopes found in the tract. Describe the underlying geology. Describe the hydrology of the tract – are there any major water bodies in the tract and into what major stream(s) and/or lake(s) does runoff drain toward.

Soils

Provide a brief description of the soil types found in the tract. Provide any unusual conditions due to the soil types.

Provide succinct, detailed descriptions of the following, and prescribe any work needed.

Access

Describe access to the tract and within the tract for management activities.

Boundary

Describe the tract boundaries. If the tract boundary line is also a property line, describe how it was identified.

Wildlife

Describe any wildlife and wildlife sign observed in the tract and what wildlife is likely to occur in the tract. Describe the kind of wildlife habitat the tract provides. Describe any Rare, threatened or endangered wildlife identified on the Natural Heritage Database (NHD) search or otherwise known to occur on the tract. Using information from the tract inventory, describe the parameters important for Indiana bat, snags and live trees that currently exist in the tract. Attach NHD search results, wildlife review and Indiana Bat management considerations

Communities

Describe the general plant community type(s) found in the tract. Describe any rare, threatened or endangered plants/plant communities identified on the Natural Heritage Database search or otherwise known to occur on the tract. Describe any exotics encountered and any need for exotic control.

Recreation

Describe any recreation facilities in the tract. Describe primary recreation uses of the tract.

Cultural

Describe any cultural features found in the tract – e.g. old home sites, old barns, fence lines, etc.

Tract Subdivision Description and Silvicultural Prescription

Divide the tract into subdivision units – stands or stand types. These may be based on timber type, tree size/age, past land use, current use, etc. Each subdivision that is forested must have had at least two inventory points in it. If it does not have at least two inventory points in it, it is not large enough to be considered a subdivision. The only exception to this is for non-forested or special areas such as lakes, fields, etc. that can have less than two inventory points in them. The subdivision will be titled based on the reason for calling it a subdivision. Examples of common names are Young Oak –Hickory, Mature Beech-Maple, Planted Pine, Old Field Cedar, and Lake. These will be keyed to a map approximately showing the delineation of the subdivisions.

The narrative for each subdivision will begin with a description of the current condition of the subdivision. Information from the inventory for that stand will be summarized and used to help describe the subdivision, including dominant species, volume, and basal area stocking. The current stocking condition of the subdivision will be compared to the hardwood stocking chart. The desired future condition of the subdivision will be described. The activities necessary to reach that desired future condition and their approximate time to occur is then outlined (prescription).

It is possible to have no subdivision of a tract, a tract that is relatively homogeneous, in which case the subdivision description becomes the description for the tract.

Summary Tract Silvicultural Prescription and Proposed Activities

Combine the prescriptions described in the tract subdivisions into a summary prescription for the tract and an outline of proposed management activities for the entire tract over the course of the

management cycle. Include approximate timeframes in which the activities would occur. Briefly describe any possible impacts of the proposed activities on the features identified above – soils, hydrology, wildlife, recreation, etc. In particular, describe impacts, or lack thereof, per the strategy for the Indiana bat. The final proposed activity will be the approximate date of the next inventory and management guide to start the next management cycle.

Proposed Activities Listing

Create a summary list of proposed activities for the tract in approximate chronological order up to the start of the start of the next management cycle, which is the date of the next inventory.

Proposed Management Activity

Proposed Date

Attachments

Attach the following items.

- A topo map of the tract created via GIS that delineates the tract subdivisions and identifies pertinent features in the tract (such as roads, trails, wildlife ponds, etc.)
- A map showing the soil types in the tract
- An aerial photo of the tract created via GIS that delineates the tract subdivisions
- A stocking guide chart with the tract level, and each stand level stocking condition plotted and identified.
- Two Dog reports
 - Tract Level Summary by Product-Species, Value, # of Trees and Volume 1 – Whole Stand
 - Tract Level Summary by Product-Species, Value, # of Trees and Volume 1 – Per Acre
 - Stand Level Summaries by Product Species, # of Trees, Volume 1 w/ Means – Whole Stand
 - Stand Level Summaries by Product-Species, # of Trees, Volume 1 w/ Means – Per Acre
 - Stand Level Tables W/ DBH Classes By 1, 1-9 by Product-Species, Number, Volume 1, Basal Area – Per Acre
 - Stand Level Tables W/ DBH Classes by 1, 10-19 by Product-Species, Number, Volume 1, Basal Area – Per Acre
 - Stand Level Tables W/ DBH Classes by 1, 20-29+ by Product-Species, Number, Volume 1, Basal Area – Per Acre